




## EXHIBITOR NEWSLETTER #1

### WELCOME!

We are excited you will be exhibiting at ACRM's Atlanta 2017! We look forward to working with you to make the upcoming ACRM 94th Annual Conference a success! Please take a few minutes to review the following important Exhibit information listed below, as well as the shaded area on the right. 

### EXHIBITOR LINKS:

- **Exhibitor Kit:** Click [HERE](#) for schedules, ordering forms, lead retrieval, electrical, with show management, GES.
- **Expo Hall Floor Plan:** Click [HERE](#)
- **Exhibitor Directory:** Click [HERE](#) to see who is exhibiting this year.

**BOOTHS IN PRE-FUNCTION AREA:** ALL booths in the pre-function area **MUST** be completely set up by Noon, Wednesday, October 25<sup>th</sup>. If you are unable to meet this deadline, we will assign you a booth in the Salon.

### EXHIBITOR BADGE REGISTRATION:

- All booth personnel are required to register and wear an Exhibitor Badge.
- Exhibitor Registration includes (2) CORE Conference Registrations that allow you to participate in educational sessions, network with attendees, and better understand the needs and interests of your target audience. We trust you will honor this privilege by confining sales to the exhibit area and ensuring your booth is manned during required hours. Additional exhibitor badges may be purchased for \$400 each, maximum of two.
- **Exhibitor Registration Form** (attached to email) **must** be completed for **EACH** exhibitor. Return completed form to Barbara Buscema at [BBuscema@ACRM.org](mailto:BBuscema@ACRM.org). Badges are non-transferrable.

### HOTEL RESERVATION INFORMATION:

ACRM's 94th Annual Conference is at the beautiful Hilton Atlanta, 255 Courtland St NE, Atlanta, Georgia USA 30303. When making your reservation be sure to identify yourself as an ACRM exhibitor. Don't delay. The Hilton Atlanta will likely sell out. Reserve your room [HERE](#) today. Please scroll to bottom of this webpage to read about **HOTEL PIRACY WARNING**. Unfortunately, hotel piracy is prevalent and is already in full-force soliciting ACRM attendees and solicitors. Learn how to protect yourself.

We want you to have a positive experience and return for your investment in ACRM. If you have any questions or concerns, do not hesitate to contact me at [BBuscema@ACRM.org](mailto:BBuscema@ACRM.org). We look forward to working with you towards a successful conference.

Jenny Richard: Chief Operating Officer

Barbara Buscema, Member Services Representative

### EXPO HALL EVENTS

- **Expo Hall Open to Public on Friday, October 27<sup>th</sup>, 2017** – Booth **MUST** be manned during this time.
- **Chat with the Experts:**
- Designated areas will draw attendees to the Expo Hall for up-close networking & exchanges with the experts.
- **Product Theater** in Expo Hall
- **Scientific Posters Grand Round** will be displayed "inside" the Expo.
- **Purchase food:** make the most of the reception opportunities and entice more traffic to your booth with the aroma of food.
- **Complimentary Coffee** for attendees and food for purchase in the Expo Hall.
- **Boxed Lunch** is available for sale in the Expo Hall

### Important Deadlines

#### August 1, 2017

Deadline for booth payment, logos, URL, product/service description & Exhibitor registrations must be received to guarantee recognition in the final printed Conference Program. Send info to Barbara Buscema at [BBuscema@ACRM.org](mailto:BBuscema@ACRM.org)

### Sponsorship Opportunities

Please click [HERE](#) for Prospectus. For more information, contact Jenny Richard at [JRichard@ACRM.org](mailto:JRichard@ACRM.org) or phone +1.703.5745.

\*ALL is subject to change based on program\*